

**MANCHESTER TOWN BOARD – REGULAR MEETING
January 14, 2025 - 6 P.M.**

A regular monthly meeting of the Manchester Town Board was held tonight, January 14, 2025, 6:00 p.m. at the Manchester Town Hall with the following members present:

David Phillips	Supervisor
Kevin Blazey	Deputy Supervisor/Council Member
Jaylene Folkins	Council Member
Matt Shannon	Council Member
Scott DeCook	Council Member

OTHERS PRESENT: Devon Hayes, Town Clerk; Jason Lannon, Highway Superintendent; Rich Vienna, Water Superintendent; Marty Barnett, Code Enforcement Officer; Willie Murphy, Deputy Highway Superintendent; Heather Robson, Assessor

ALSO PRESENT: Town of Manchester residents: John Mueller, Tate Colburn

ABSENT:

CALL TO ORDER: Supervisor Phillips called the January 14, 2025, regular Town Board meeting to order at 6:00 p.m.

➤ **RESOLUTION #17- APPROVAL OF MINUTES, REGULAR MEETING DECEMBER 2024**

On motion of Council Member Folkins, seconded by Council Member DeCook, the following resolution was unanimously **ADOPTED**:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the minutes from the regular Town Board Meeting held on December 10, 2024.

➤ **RESOLUTION #18 - APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL STATEMENT**

On motion of Council Member DeCook, seconded by Council Member Blazey, the following resolution was unanimously **ADOPTED**:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the Supervisor’s Monthly Report as submitted. See Minute Book Attachment for report.

➤ **RESOLUTION #19 - APPROVAL OF TOWN CLERK’S MONTHLY REPORT**

On motion of Council Member Blazey, seconded by Council Member Shannon, the following resolution was unanimously **ADOPTED**:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to accept the Town Clerk’s report as follows:

-- CNB Interest	\$.11
-- Miscellaneous	\$	40.00
-- Bell Jar License	\$	20.00
-- Bingo License	\$	187.50
-- Transfer Coupons	\$	6,033.40
-- Zoning Fees	\$	1,481.00
-- Bingo Proceeds	\$	47.65
-- Death Certified Copies	\$	120.00
-- Marriage Certified Copies	\$	20.00
-- Conservation	\$	2.38
-- Dog Licensing	\$	1,476.00
-- Late Fees	\$	80.00
TOTAL COLLECTED	\$	9,508.04

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PAID TO NYS DEC	\$	24.62
PAID TO NY STATE COMPTROLLER	\$	311.25
PAID TO NYS AG & MARKETS	\$	98.00
PAID TO SUPERVISOR (TOWN)	\$	9,508.04

RESOLVED, to approve the Town Clerk’s monthly report for December 2024

Supervisor Phillips received and reviewed the following correspondence with the Board at this time (See minute book attachment for all correspondence):

- a. Supervisor’s monthly report
- b. Town Clerk’s monthly Report
- c. Bank collateralization CNB
- d. ACH payment from county for 2024 mowing
- e. NYSEG Smart Meter update
- f. Charter Communications Channel update
- g. New Wave Energy Supply Services Agreement
- h. NYSEG RG&E Natural Gas safety
- i. Charter Communications price increases
- j. Port Gibson Cemetery thank you
- k. Sample resolution for public hearing

➤ **RESOLUTION #20– RESOLUTION TO APPOINT HEATHER ROBSON AS SOLE ASSESSOR FOR THE TOWN OF MANCHESTER**

On motion of Council Member Blazey, seconded by Council Member Folkins, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the appointment of Heather Robson to the position of Sole Assessor

➤ **RESOLUTION #21– RESOLUTION TO APPOINT RICH VIENNA AS WATER SUPERINTENDENT FOR THE TOWN OF MANCHESTER**

On motion of Council Member DeCook, seconded by Council Member Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve the appointment of Rich Vienna to the position of Water Superintendent

➤ **RESOLUTION #4– RESOLUTION TO APPROVE DATE FOR A PUBLIC HEARING FOR THE TAX CAP OVERRIDE.**

On motion of Council Member DeCook, seconded by Council Member Shannon, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to hold a public hearing regarding the tax cap override February 11, 2024, at 6:00 PM.

~ Note – Setting a public hearing date for the tax cap override (above) was on the agenda for both the Organizational Meeting and Town Board meeting. The vote was done during the Organizational Meeting.

~ Brief Discussion –The Town currently purchases electricity through a broker, and it is distributed through RG&E. Council Member Folkins asked Supervisor Phillips if he had any further information regarding the increased cost of electricity on the Town campus. Supervisor Phillips said the usage was down and the rate consistent. It is distribution that is causing the increase in billing. Supervisor Phillips had a meeting with New Wave Energy. They stated that the Town’s current broker uses New Wave Energy as its wholesaler. New Wave Energy says working directly with them will eliminate the need for a broker. New Wave Energy is unable to reduce the distribution cost but feels they will be able to lower the rate of the electricity.

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➤ **RESOLUTION #22– RESOLUTION TO ENTER INTO AN AGREEMENT WITH NEW WAVE ENERGY FOR ELECTRIC SUPPLY**

On motion of Council Member Shannon, seconded by Council Member Folkins, the following resolution was unanimously ADOPTED:

VOTE: **AYES - 5** **NAYS - 0**

RESOLVED, to approve entering into an agreement with New Wave Energy for electric supply

Department Reports:

- a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**
- Working on getting sign inventory put into the computer and have it held electronically. This was suggested by our insurance company
 - Replacing/purchasing signs and posts
 - Sander is in
 - A few vehicle repairs were needed and taken care of
 - An employee will be out for an extended period due to medical reasons
 - Looking for new garbage truck
- b. **CODE ENFORCEMENT OFFICER, Marty Barnett, reported the following:**
- 3 fire inspections (9 units) were conducted
 - 9 Permits – in the three Villages and Town of Manchester.
 - Collected \$495.00 in fees.
 - Estimated construction Costs are \$99,800.00.
 - The Planning Board has approved a new cell tower on Shortsville Road
 - Year End financial and State reports have been completed
 - Don Bruder has started his state training this week

Zoning Officers Report for the Year of 2024

- Issued 195 permits in the Town
 - Including the Town and three Villages, 349 permits were issued
 - Construction and remodeling costs were estimated at \$18,587,802.00
 - Total zoning fees collected in the Town were \$84,166.60
 - The three Villages paid \$86,588.36 for contractual services
 - 25 buildings for fire safety inspections were conducted in the Town
 - 107 fire safety inspections were conducted in the three Villages
 - 25 property maintenance issues were addressed
 - The Town received 8 property maintenance complaints
- c. **ASSESSOR, Heather Robson, reported the following:**
- There were 30 property transfers since the last meeting
 - Currently working on Ag. and Senior renewals
 - People have been stopping in with STAR questions
 - Two SCAR hearings were held. Determinations should be made soon
 - Adobe Acrobat Pro for editing was purchased. They will be sharing this with the other Town offices
- d. **TOWN CLERK, Devon Hayes, reported the following:**
- Collection of taxes has begun. \$882,000. Has been collected to date with \$300,000 paid to the Town of Manchester. Another payment will be paid to the Town this week
 - February 7th – Town Clerk will be attending a round table discussion with Village and Town Clerks and Pam Helming
- e. **WATER SUPERINTENDENT, Rich Vienna, reported the following:**
- All but one new water meter has been installed. The remaining one is at Hill Cumorah
 - All (but one) fire hydrants are in working order. There was an accident last week which resulted in the need to have that hydrant repaired
 - Lead and copper water line inspections have been conducted, and reports have been turned into the State

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- It is anticipated that the Village of Shortsville will need 3-5 years of help/support from the Town
- The new water meters could detect possible leaks. The water department will be collecting weekly readings to determine usage and investigate any possible leaks for Town water customers
- The water shed is leaking, and a new shed is needed
- Hydrants are aging and will need the bolts replaced soon

f. Supervisor Dave Phillips, reported the following:

- The General Fund received the second semi-annual mortgage tax payment in the amount of \$40,408.31. However, this amount did not allow mortgage tax to meet the 2024 budgeted amount. Expenditures for the month were not unusual.
- Zoning, Refuse and Garbage and Highway Funds did not receive any revenue, nor did they expend any amounts that were out of the ordinary.
- The Central and County Road 13 Water Districts began receiving first quarter water payments in late December. By the last day of the month over 14% of all customers had paid their bill.
- The Town of Manchester finances ended the year stronger than they have done in many years.

➤ RESOLUTION #23 – APPROVAL OF FUND TRANSFERS:

From A1910.4 to A3510.4 \$1,386.00 to cover Dog Control Services 2025

On motion of Council Member Blazey, seconded by Council Member Shannon, the following resolution was unanimously ADOPTED:

VOTE:	AYES - 5	NAYS - 0
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RESOLVED, to approve the Fund transfer of \$1386.00 from A1910.4 to A3510.4

ADDENDUM ITEMS –

- 1A Transfer A1910.4 to A3510.4 for dog control services
- 2A TOM quarterly investment report
- 3A Manchester Fire Department report

BOARD MEMBER ITEMS:

- Council Member Folkins
 - 1.)
- Council Member DeCook
 - 1.)
- Council Member Shannon:
 - 1.) Water billing – do we need to reengage with the Village of Manchester? Supervisor Phillips replied he had a conversation with the Mayor of Manchester a month or so ago. They had their attorney contact the Town of Manchester’s attorney and we are back in negotiations.
- Council Member Blazey:
 - 1.)
- Supervisor Phillips:
 - 1.) The Village of Shortsville will continue to need assistance in their water department for the next few years. Supervisor Phillips suggested it be viewed as shared services and that if the Town Board is interested in doing that a pay schedule could be created. The Town Board agreed to this plan.
 - 2.) Supervisor Phillips will be attending a meeting regarding short-term rentals. Currently, County law has an occupancy tax if there are 4 or more units. Discussion surrounds taxing for short-term rentals that have one unit or more.

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➤ RESOLUTION #24 – MOTION TO APPROVE VOUCHERS

On motion of Council Member Folkins seconded by Council Member DeCook, the following resolution was unanimously ADOPTED:

VOTE: AYES - 5 NAYS - 0

RESOLVED, to approve December vouchers.

ADJOURNMENT: There was no other business before the Board at this time; Council Member Shannon moved to adjourn the meeting, 6:28 p.m., seconded by Council Member DeCook, unanimously APPROVED.

Respectfully Submitted,

Devon R Hayes, Town Clerk

****Next Meeting:**

- *Regular meeting: February 11, 2025 - 6:00 P.M.*
- *Regular meeting: March 11, 2025 - 6:00 P.M.*
- *Regular meeting: April 8, 2025 - 6:00 P.M.*
- *Regular meeting: May 13, 2025 - 6:00 P.M.*
- *Regular meeting: June 10, 2025 - 6:00 P.M.*
- *Regular meeting: July 8, 2025 - 6:00 P.M.*
- *Regular meeting: August 12, 2025 - 6:00 P.M.*
- *Regular meeting: September 9, 2025 - 6:00 P.M.*
- *Regular meeting: October 14, 2025 - 6:00 P.M.*
- *Regular meeting: November 11, 2025 -6:00 P.M.*
- *Regular meeting: December 9, 2025 - 6:00 P.M.*